

SECTION C-13

PERFORMANCE REQUIREMENTS DOCUMENT

(Plans, Programs, Operations, and Mobilization)

C-13. Plans, Programs, Operations, and Mobilization—Description of Services.

C-13.1. Scope of Work.

This description of services describes the United States Army Garrison, Fort Sam Houston Plans, Programs, Operations, and Mobilization support services that shall be performed by the Service Provider. The purpose of this Performance Requirements Document (PRD) and the resulting contract is to obtain efficient, cost-effective Base Operations (BASOPS) services for all activities on Fort Sam Houston, its sub-installations, leased facilities, and other off-post sites as defined in appropriate support agreements. The estimated quantities of work are listed in C-13.4. Technical Exhibit 6, Estimated Annual Workload and Associated Factors.

The Service Provider shall perform all operations specified in the PRD beginning on the first day of the base performance period. All work or requirements that have been started by the Government, but not completed as of the first day of the base performance period, shall be completed by the Service Provider.

C-13.2. Summary of Expectations.

The Service Provider shall be responsible for supporting current, special, and emergency operations and for providing logistical support for the installation with regard to mobilization, deployment, contingency, and wartime missions. The Service Provider shall provide immediate response to all Emergency Operations Center (EOC) directed efforts in support of current, special and emergency operations to ensure mission accomplishment and force survivability. The Service Provider shall perform aviation management services to include maintaining a hot base aviation facility in support of contingency operations. The Service Provider shall serve as the tasking manager for all installation support. The Service Provider shall perform as the primary point of contact (POC) for collecting and consolidating data, and preparing documentation for the annual Installation Status Report (ISR), the Command Inspection Program (CIP), and the Command Supply Discipline Program (CSDP). The Service Provider shall ensure quality work performance in accordance with applicable standards and guidelines. A consolidated listing of mandatory and advisory documents applicable to this PRD is contained in C-13.4., Technical Exhibit 4, Publications and Forms.

The Service Provider shall be responsible for applying appropriate mandatory and advisory technical standards, resources, and priorities to fulfill product and service requirements, aiding the customer in defining and quantifying his expectations of satisfactory quality, and performing any rework necessary to yield a final product or service that will ensure high customer satisfaction. See Technical Exhibit 1 and Technical Exhibit 7 for a listing which includes, but is not limited to, services for which the Government has identified at least one type of standard which is significant to satisfactory performance. The absence of comprehensive Government standards does not absolve the Service Provider of the overall responsibility to generate high quality products and services according to normal business practices and industry standards, nor does this condition detract from Government enforceability nor limit the rights or remedies of the Government under all provisions of the contract.

The normal operating hours for Plans, Programs, Operations, and Mobilization services shall be from 7:00 A.M. to 5:00 P.M., Monday through Friday, excluding government holidays. The Service Provider shall be required to work on a 24-hour per day, 7 days a week basis in support of current, special, and emergency operations and exercises as directed. In addition to direct coordination with supported customers, the Service Provider shall also coordinate with other Government offices and Government Contractors to the extent necessary to ensure satisfactory performance under this PRD and to effect a smooth hand-off of work to and from other Government or contracted service providers.

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C-13.3. Services Performed.

C-13.3.1. The Service Provider shall provide operations support services upon activation of the installation Emergency Operations Center (EOC).

C-13.3.1.1. *The Service Provider shall support special events, contingency operations, unit mobilization or redeployment, and readiness exercises as directed by the COR. EOC activation situations include, but are not limited to, bomb threats, natural disasters, hazardous waste spills, and special installation events such as the annual Fiesta celebration or funerals for military dignitaries.*

C-13.3.1.2. *The Service Provider shall provide technical and operational input to the USAGFSH family of contingency, mobilization, deployment, demobilization, and training base expansion plans. Input shall be provided for all PRD functional areas applicable to the individual plans. (See Technical Exhibit 6, Table 6-3 for a current listing of USAGFSH contingency, mobilization, deployment, demobilization, and training base expansion plans.)*

C-13.3.2. The Service Provider shall perform aviation management services to include maintaining a hot base aviation facility in support of contingency operations.

C-13.3.2.1. *The Service Provider shall develop, update, and maintain aviation plans, policies, and regulations. The Service Provider shall draft changes to appropriate aviation related regulations and policies as required, coordinate with affected agencies, consolidate final changes to regulations, and distribute revised documents as required. The Service Provider shall research, compose, and submit changes to Department of Defense Flight Information Publications (FLIP) for publication. The Service Provider shall provide input to update the Memorandums of Agreement (MOA) to include, but not limited to, III Corps and AMEDDC&S, and Camp Bullis Controlled Flying Area and Federal Aviation Administration (FAA). The Service Provider shall update and coordinate changes to the San Antonio International Airport and FSH Letter of Agreement (LOA) with the local FAA office and post staff agencies as appropriate, finalize, and forward document for approval. The Service Provider shall update and maintain the Aviation Standard Operating Procedure (SOP) annually. The Service Provider shall submit final drafts of revised aviation plans, policies, and regulations to the government for approval prior to publication or distribution.*

C-13.3.2.2. *The Service Provider shall perform periodic inspections of airfield facilities. The Service Provider shall inspect areas and equipment located at heliport to ensure safety, and operational and functional usage on a contingency basis. The areas of visual inspection and reporting responsibility include, but are not limited to, the helipad and immediate area as well as approach and departure paths.*

C-13.3.2.3. *The Service Provider shall perform as functional point of contact on air traffic and air space management issues and interact with regulating organizations. The Service Provider shall participate in meetings of and advise the primary and sub-installation planning board to ensure that aviation planning considerations are included in the development of construction on FSH and Camp Bullis. The Service Provider shall assess aviation requirements for situations as required, coordinate with the Installation Safety Office and regulating organizations, plot coordinates, and ensure that all proper documents are completed. The Service Provider shall coordinate installation and Camp Bullis airspace requirements with agencies to include, but not limited to, the Federal Aviation Agency (FAA) and the Department of Army Regional Representative (DARR). The Service Provider shall act as a consultant and subject matter expert (SME) for the installation's aviation matters.*

C-13.3.2.4. *The Service Provider shall receive, analyze, validate and input requests for airlift support to the Operational Support Airlift Command (OSACOM) using the Joint Air Logistics Information System (JALIS). The Service Provider must ensure OSACOM Certification Training of JALIS system users. The Service*

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Provider shall provide installation activities with training and support in the planning and scheduling of Operational Support Airlift (OSA) requests. The Service Provider shall track each request through Joint Operational Support Airlift Command (JOSAC), report status to requestor, and process modifications to requests as required.

C-13.3.2.5. *The Service Provider shall coordinate preplanned aircraft landings at FSH for military and civilian aircraft to include MEDEVAC operations.* The Service Provider shall establish communication with aircraft, coordinate with required agencies, FAA Flight Service Station (FSS), and local Air Force Bases for aircrew weather briefings as required. The Service Provider shall coordinate all planned aviation activities taking place on FSH and Camp Bullis.

C-13.3.2.6. *The Service Provider shall maintain flight records for non-crewmembers for the Institute for Surgical Research (ISR) and Resident in Aerospace Medicine (RAM) flight surgeons.* The Service Provider shall maintain flight record data and update information monthly in the Automated Flight Records System (AFRS).

C-13.3.2.7. *The Service Provider shall respond to customer inquiries and provide information to aircraft requesting FSH flight information.* The Service Provider shall research and provide information to include, but not limited to local flying data, maps and diagrams of flying areas including San Antonio, FSH, the FAA transition route from Camp Bullis to FSH, and the latitude and longitude coordinates of authorized landing areas on FSH.

C-13.3.3. The Service Provider shall coordinate, consolidate, and prepare the annual Installation Status Report (ISR). The ISR consists of three major portions and is a systematic process of evaluating the status of the installation, measuring its performance against established Army-wide standards, and justifying the allocation of current and future resources. The Infrastructure portion assesses the quantitative and qualitative status of installation facilities and physical plant assets. The Environmental portion assesses the status of the environmental program for compliance, restoration, conservation, pollution prevention, and program management. The Services portion documents and displays the quantity, quality, and overall status of service delivery performance for installation support services. The Service Provider shall coordinate and control the implementation of the ISR and integrate results with the COR. The Service Provider shall ensure that all appropriate services are evaluated and shall authenticate data and ratings. The Service Provider shall receive, review, interpret, and disseminate DA guidance and provide advice and instruction to installation activities, tenants, and units on their input to the ISR. The Service Provider shall receive and consolidate input from installation tenants, contribute, review, and analyze data, and enter information into the Installation Status Reporting System. The Service Provider shall generate the ISR (CDRL M001) and submit to COR for government approval.

C-13.3.4. The Service Provider shall manage the Command Supply Discipline Program (CSDP), and the Command Inspection Program (CIP). *The Service Provider shall schedule and manage annual unit CSDP and CIP inspections.* The Service Provider shall coordinate inspection plans to include inspectors and parties to be inspected. The Service Provider shall develop and update inspection checklists and perform pre-inspection of units prior to scheduled inspections. The Service Provider shall conduct in-progress reviews, prepare and present pre-inspection briefing materials to the unit Commander and the Garrison Commander, assist scheduled inspections, and compile a corrective action plan. The Service Provider shall assist re-inspections as necessary and present a finalized out-briefing to the Garrison Commander.

C-13.3.5. The Service Provider shall serve as the tasking manager for installation support of military and civilian requests to include planning, coordinating, and ensuring execution level of current, special, and recurring support as required.

C-13.3.5.1. *The Service Provider shall serve as the sole installation tasking manager for current, special, and recurring support requirements.* The Service Provider shall receive, analyze and determine requirements of

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requested support, match request with available resources, and submit tasking to the government official for approval.

C-13.3.5.2. *The Service Provider shall plan, coordinate, and ensure execution level of current, special, and recurring support as directed.* The Service Provider shall facilitate in-progress reviews (IPRs), conduct rehearsals as required, follow up on personnel, equipment, and facilities support to ensure completion, and prepare after action reports and present to Installation and Garrison Commanders as required. The Service Provider shall coordinate installation support for events to include, but not limited to, Operation Plan TAPS, Civilian Law Enforcement Officials (CLEO), Counceil International du Sports Militaire (CISM), Confederation of International Officers Reserve (CIOR), and United States Modern Pentathlon Association (USMPA), Bushmaster Exercises, FSH Military Fiesta Ceremony, San Antonio Fiesta, retirement and change of command ceremonies, ribbon cuttings, welcome and farewell ceremonies, Christmas tree lighting, ethnic observations, minority group observances, historic observations, parades, and other civic affairs.

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C-13.3. Technical Exhibits.

TECHNICAL EXHIBIT 1 – SERVICE PERFORMANCE SUMMARY (SPS)

TECHNICAL EXHIBIT 2 – GOVERNMENT FURNISHED CONTRACTS

TECHNICAL EXHIBIT 3 – ACRONYMS AND DEFINITIONS

TECHNICAL EXHIBIT 4 – PUBLICATIONS AND FORMS

TECHNICAL EXHIBIT 5 – REQUIRED REPORTS

TECHNICAL EXHIBIT 6 – ESTIMATED ANNUAL WORKLOAD AND ASSOCIATED FACTORS

TECHNICAL EXHIBIT 7 – PERFORMANCE SUMMARY OF QUALITY CONTROL STANDARDS

(Plans, Programs, Operations, and Mobilization)

TECHNICAL EXHIBITS

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C-13.3.1. Technical Exhibit 1—Service Performance Summary (SPS).

C-13.4.1. SERVICE PERFORMANCE SUMMARY (SPS). The SPS charts, at the end of this technical exhibit:

C-13.4.1.1. Lists the specific paragraph in the SPS that the government will surveil. The absence of any contract requirement from the SPS shall not detract from its enforceability or limit the rights or remedies of the government under any other provision of the contract, including the clauses entitled “Inspection of Services” and “Default.”

C-13.4.1.2. Lists the service to be performed.

C-13.4.1.3. Lists the standard of performance for each specific service.

C-13.4.1.4. Lists the maximum error rate from standard performance for that service, that may occur before the government will determine the service to be unacceptable. The lot size is used when random sample is the basis for surveillance. The period of time covered by the inspection is also listed.

C-13.4.1.5. Lists the surveillance methods the government will use to evaluate the service provider’s performance in meeting the contract requirements.

C-13.4.2. GOVERNMENT QUALITY ASSURANCE. Service Provider performance will be compared to the contract standards and performance requirements using the Quality Assurance Surveillance Plan (QASP). This document is for government use only.

C-13.4.2.1. Random sampling of recurring service output items (daily, weekly, monthly, quarterly, semiannually, annually, or as required) as determined necessary to assure a sufficient evaluation of contractor performance.

C-13.4.2.2. One Hundred-Percent Inspection of those tasks that occur infrequently and cannot be random sampled because the sample size for a small lot may exceed the lot size. This type of inspection occurs each time a task is performed.

C-13.4.2.3. Periodic surveillance of output items (daily, weekly, monthly, quarterly, semiannually, annually, or as required) as determined necessary to assure a sufficient evaluation of contractor performance.

C-13.4.2.4. Customer complaints.

C-13.4.3. PERFORMANCE EVALUATION. Performance of a service will be evaluated to determine whether or not it meets the minimum standard listed in the contract. When the performance standard is exceeded, a Contract Discrepancy Report (CDR) will be issued to the contractor by the contracting officer. The contractor shall respond to the CDR by completing the form and returning it to the contracting officer within 15 calendar days of receipt

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PRD PARA	SERVICE PERFORMED	PERFORMANCE STANDARD	MAX ERROR RATE	SURV METHOD
C-13.3.1	The Service Provider shall provide operations support services upon activation of the installation Emergency Operations Center (EOC) and other emergency occurrences.	Respond to situations within 1 hour of notification during normal duty hours and within 2 hours of notification outside of normal duty hours	15% Lot = Number of EOC activations per year	100% inspection
C-13.3.2.1	The Service Provider shall develop, update, and maintain aviation plans, policies, and regulations	Aviation plans, policies, and regulations will be reviewed annually	10% Lot = Number of aviation plans, policies, and regulations reviewed per year	Random sampling
C-13.3.2.1	The Service Provider shall develop, update, and maintain aviation plans, policies, and regulations	Aviation plans, policies, and regulations will be updated within 120 days from review or as directed	10% Lot = Number of aviation plans, policies, and regulations updated per year	Random sampling
C-13.3.2.4	The Service Provider shall receive, analyze, validate and input requests for airlift support to the Operations Support Airlift Command (OSACOM) using the Joint Air Logistics Information System (JALIS).	Airlift support requests will be submitted to OSACOM the same day of receipt of request	5% Lot = Number of airlift support requests submitted per quarter	Random sampling

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C-13.3.2. Technical Exhibit 2—Government Furnished Contracts.

Contract Number	Service Provider	Service Description	Comments
None Applicable			

C-13.3.3. Technical Exhibit 3—Acronyms and Definitions.

This Technical Exhibit contains only those abbreviations, acronyms, and definitions that are unique to Section C-13 of the PRD. Please refer to Appendix A, Section C-1.5 for all others not cited in this Technical Exhibit.

ACRONYMS

AC – Active Component

AFRS – Automated Flight Records System

CISM – Counceil International du Sports Militaire

CIOR –Confederation of International Officers Reserve

CIP – Command Inspection Program

CLEO – Civilian Law Enforcement Officials

CPX – Command Post Exercise

CSDP – Command Supply Discipline Program

DARR – Department of Army Regional Representative

DODAAC – Department of Defense Activity Address Code

EDRE – Emergency Deployment Readiness Exercise

EOC – Emergency Operations Center

EOD – Emergency Ordinance Disposal

FAA – Federal Aviation Administration

FLIP – Flight Information Publications

FSS – Flight Service Station

IPR – In Progress Review

IRS – Installation Reporting System

ISR – Installation Status Report

ISR – Institute for Surgical Research

JALIS – Joint Air Logistics Information System

JOPES – Joint Operation Planning and Execution System

JOSAC – Joint Operational Support Airlift Command

LOA – Letter of Agreement

LOI – Letter of Instruction

LOGSA – Logistics Support Activity

MOA – Memorandum of Agreement

MOI – Memorandum of Instruction

N/A – Not Available

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NICP– National Inventory Control Point

OIP – Organization Inspection Program

OSA – Operational Support Airlift

OSACOM – Operational Support Airlift Command

POI – Program of Instruction

RAM – Resident in Aerospace Medicine

RC – Reserve Component

SME – Subject Matter Expert

SOP – Standard Operating Procedure

TDA – Table of Distributions and Allowances

USMPA – United States Modern Pentathlon Association

USR – Unit Status Report

DEFINITIONS

Customer (Government)

Those individuals and organizations of an official Government nature who are external to the Service Provider's workforce (both direct and indirect) and costs pertaining to this PRD.

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C-13.3.4. Technical Exhibit 4—Publications and Forms.

Publications and Forms that specifically apply to Section C-13 of the PRD are listed below. Appendix B, Section C-1 also contains listings of publications and forms that shall be included with this Technical Exhibit to define the full listing of applicable documents. The publications and forms have been coded as mandatory or advisory. The Service Provider is obligated to follow those publications and use those forms coded as mandatory to the extent specified in other portions of PRD Section C-13. The Service Provider shall be guided by those publications or use those forms coded advisory to the extent necessary to accomplish requirements in this PRD. All publications and forms listed will be provided by the Government at the start of the contract. It is the responsibility of the Service Provider to establish follow-on requirements if necessary. Supplements or amendments to listed publications from any organizational level may be issued during the life of the contract.

Table 4-1: Federal Government Documents

Document	Publication Name	Date
	Federal Response Plan	Apr 99 Mandatory

Table 4-2: Department of Defense Documents

Document	Publication Name	Date
DODI 4500.56	DOD Policy on the Use of Government Aircraft and Air Travel	02 Mar 97 Mandatory
DODI 4515.13-R	Air Transportation Eligibility	Nov 94 Mandatory
DODI 1400.32	DOD Civilian Workforce Contingency and Emergency Planning Guidelines and Procedures	24 Apr 95 Mandatory

Table 4-3: Army Regulations

Document	Publication Name	Date
AR 1-201	Army Inspection Policy	17 May 93 Mandatory
AR 5-3	Installation Management and Organization	09 Oct 92 Advisory
AR 5-9	Area Support Responsibilities	16 Oct 98 Mandatory
AR 5-18	Army Stationing and Installation Plan	29 Oct 93 Mandatory
AR 59-10	DOD Use of Commercial Air Transportation Under the War Air Service Program	15 Jan 81 Mandatory
AR 95-1	Flight Regulations	01 Sep 97 Mandatory

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Document	Publication Name	Date
AR 95-2	Air Traffic Control, Airspace, Airfield Activities, and Navigation Aids	10 Aug 90 Mandatory
AR 135-210	Order to Active Duty as Individuals for other than PSRC, Partial, or Full Mobilization	31 Dec 96 Mandatory
AR 190-40	Serious Incident Report	30 Nov 93 Mandatory
AR 220-10	Preparation for Overseas Movement of Units	15 Jun 73 Mandatory
AR 350-28	Army Exercises	09 Dec 97 Mandatory
AR 385-95	Army Aviation Accident Prevention	20 May 91 Mandatory
AR 500-5	The Army Mobilization and Operations Planning System (AMOPS)	07 Jun 96 Mandatory
AR 500-10	Non-Industrial Facilities for Mobilization	07 Nov 74 Mandatory
AR 500-50	Civil Disturbances	21 Apr 72 Mandatory
AR 500-51	Emergency Employment of Army and Other Resources Support to Civilian Law Enforcement	01 Jul 83 Mandatory
AR 500-60	Disaster Relief	01 Aug 81 Mandatory
AR 500-70	Military Support of Civil Defense	01 Oct 82 Mandatory
AR 525-13	The Army Terrorism Counteraction Program	10 Sep 98 Mandatory
AR 600-25	Salutes, Honors, and Visits of Courtesy	16 May 70 Advisory
AR 600-106	Flying Status for Non-Rated Army Aviation Personnel	08 Dec 98 Mandatory
AR 700-138	Army Logistics Readiness and Sustainability	16 Sep 97 Mandatory
AR 840-10	Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates	01 Jun 98 Mandatory

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Table 4-4: Department of the Army Pamphlets (DA Pam)

Document	Publication Name	Date
DAP 1-1	State, Official, and Special Military Funerals	30 Dec 65 Mandatory
DAP 360-525	Family Assistance Handbook for Mobilization	15 Jan 84 Advisory
DAP 600-47	DA Civilian Employee Deployment Guide	01 Nov 95 Advisory

Table 4-5: Ft Sam Houston Regulations, Pamphlets, and Supplements

Document	Publication Name	Date
FSHR 5-1	Installation Support	5 Mar 98 Mandatory
FSHR 95-1	Local Flying Rules	15 Oct 90 Mandatory
FSHR 500-1	Limited Operations During Adverse Weather Conditions	01 May 96 Mandatory
FSHR 600-25	Consolidated Retirement Ceremony	24 Feb 98 Mandatory

Table 4-6: Commercial and Other Standards

Document	Publication Name	Date
ACS-IM ISR	Assistant Chief of Staff for Installation Management Installation Status Report	Dec 99 Mandatory
ARPERCEN (ARPERSCOM) Pam 140-145	Individual Mobilization Augmentation (IMA) Handbook	1989 Mandatory
CINCFOR	Postal Augmentation Plan Graphic Handbook	25 Sep 90 Mandatory
5 th Army MACAP	Military Assistance to Civil Authorities	Jul 98 Mandatory
FM 1-300	Flight Operations Procedures	15 Jul 98 Mandatory
FM 22-5	Drill and Ceremonies	06 Dec 86 Mandatory
FM 100-17	Mobilization, Deployment, Redeployment, Demobilization	28 Oct 92 Mandatory
FORSCOM 220-2	Organizational Compliance Evaluation Program	15 Sep 98 Mandatory

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Document	Publication Name	Date
FORSCOM 500-3-1	FORSCOM Mobilization Plan	15 Apr 98 Mandatory
FORSCOM 500-3-2	FORSCOM Deployment Guide	15 Aug 91 Mandatory
FORSCOM 500-3-5	Demobilization	31 Dec 98 Mandatory
FORSCOM 525-2	Emergency Deployment Readiness Exercise (EDRE)	01 Nov 89 Mandatory
FORSCOM 700-2	FORSCOM Standing Logistics Instructions	01 Dec 99 Mandatory
FORSCOM/ARNG 350-23	Forces Command Mobilization Exercise Program	15 Nov 89 Mandatory
MEDCOM 40-9	MEDCOM Exercise/Support Personnel	11 Apr 89 Mandatory
MEDCOM 40-21	Health Service Support Areas and Dental Service Support Areas	09 Apr 96 Mandatory
MEDCOM 500-2	National Disaster Medical System (NDMS)	08 Aug 86 Mandatory
MEDCOM 525-1	Emergency Deployment Readiness Exercises	15 Jan 93 Mandatory
MEDCOM 525-4	Emergency Preparedness	25 May 95 Mandatory
NG REG	Army National Guard Mobilization and Deployment Exercise Program	18 Apr 86 Mandatory
TM 5-803-7	Airfield and Heliport Planning and Design	01 May 99 Mandatory
TX ARNG CIR 350-88-1	Mobilization and Deployment Exercise Program	01 Aug 88 Mandatory
	AAFES Emergency Operations	Oct 86 Mandatory
	The Army Family Readiness Handbook	1993 Mandatory
	ARPERCEN Retiree Mobilization Program Information Booklet	1988 Mandatory
	ARPERCEN Retiree Recall Exercise Handbook	1995 Mandatory
	BAMC Emergency Preparedness Plan	05 Dec 97 Mandatory

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Document	Publication Name	Date
	BAMC Mobilization Plan	10 May 93 Mandatory
	Fifth Army Integrated Medical Mobilization Concept Plan	01 Dec 91 Mandatory
	Fifth Army Standards and Calls for Command and Command Readiness Inspections	01 Jan 93 Mandatory
	FORSCOM Call Forward Exercise Directive	29 Dec 94 Mandatory
	FORSCOM Exercise Manual	04 Feb 89 Mandatory
	FORSCOM Integrated CONUS Medical Mobilization Plan	01 Jul 90 Mandatory
	FORSCOM Mobilization/Deployment Handbook	Mar 99 Mandatory
	Fort Worth District Mobilization Plan	Apr 88 Mandatory
	Lackland/Kelly AFB Contingency Plans/Base Plans	03 Sep 91 Mandatory
	MTMC Emergency Traffic Management Plan	17 Jan 97 Mandatory
	MTMC Mobilization Plan (VOL IV – Army Mobilization Plan)	01 Jan 97 Mandatory
	Port of Corpus Christi Mobilization Handbook	N/A Mandatory
	San Antonio Joint Readiness Committee – San Antonio Area Casualty Reception Plan	01 Jul 97 Mandatory
	U.S. Army Area Dental Laboratory, Fort Sam Houston, Mobilization Plan	07 Jul 83 Mandatory
	U.S. Army Medical Department Center and School Emergency Preparedness Plan	Undated Mandatory
	U.S. Army Medical Department Center and School Training Base Expansion Plan	19 Oct 92 Mandatory
	U.S. Army Reserve Center, Mobilization Personnel Processing System (MOBPEPS) Handbook	Aug 89 Mandatory

Table 4-7: Forms

Document	Publication Name	Date
DD Form 2768	Military Air Passenger/Cargo Request	Mar 98

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C-13.3.5. Technical Exhibit 5—Required Reports.

Instructions to the Service Provider concerning each report listed below are contained in DD Forms 1423 and associated Data Item Descriptions (DIDs).

PRD REF	CDRL #	DESCRIPTION OF REPORT
C-13.3.3	CDRL M001	Installation Status Report

DEFINITIONS IN DD FORM 1423:

Blocks 10, 11, 12, and 13: “Submit” means to deliver to the Government as specified in the shipping instructions for data which are located in section F of the contract.

Block 14: Regular/Repro Copies

Regular Copy – Blueline, blackline, xerographic (originals of reports, plans, or routine data also fall into this definition).

Repro Copy – Multilith, Vellum, photographic negatives, etc. (Originals of drawings, engineering change proposals (ECPs), engineering release records (ERRs), or technical publications). NOTE: Type of electronic media, e.g. diskette, CD-ROM, may be designated in Block 16.

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CONTRACT DATA REQUIREMENTS LIST (1 Data Item)						Form Approved OMB No. 0704-0188																		
Public reporting burden for this collection of information is estimated to average 440 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, D.C., 20503																								
A. CONTRACT LINE ITEM NO. N/A		B. EXH/ATCH NO. C-1.5.3.		C. CATEGORY TDP: TM: OTHER: <input checked="" type="checkbox"/>																				
D. SYSTEM/ITEM N/A		E. CONTRACT/PR NO. DADA10-00-R-0013				F. CONTRACTOR N/A																		
1. DATA ITEM NO. M001		2. TITLE OF DATA ITEM Technical Report-Study/Services				3. SUBTITLE Installation Status Report																		
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80508		5. CONTRACT REFERENCE C-13.3.3.			6. REQUIRING OFFICE MEDCOM CONTRACTING CENTER/MCC																			
7. DD 250 REQ DD		9. DIST STATEMENT REQUIRED C		10. FREQUENCY Annually		12. DATE OF FIRST SUBMISSION See Blk 16		14. DISTRIBUTION																
8. APP CODE N/A				11. AS OF DATE See Blk 16		13. DATE OF SUBSEQUENT SUBMISSION See Blk 16		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">a. ADDRESSEE</th> <th colspan="2" style="width: 50%;">b. COPIES</th> </tr> <tr> <td></td> <td style="width: 25%;">Draft</td> <td colspan="2" style="width: 25%;">Final</td> </tr> <tr> <td></td> <td></td> <td style="width: 25%;">Reg</td> <td style="width: 25%;">Repro</td> </tr> <tr> <td>COR</td> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> </table>		a. ADDRESSEE	b. COPIES			Draft	Final				Reg	Repro	COR		1	1
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16. REMARKS																								
Blk 11: Government suspense date TBD. (Normally 3 rd quarter FY). Blk 12 and 13: Due 10 work days prior to Government suspense date. a. Prepare in Accordance with current Assistant Chief of Staff for Installation Management (ACSIM) Installation Status Report (ISR) Implementing Instructions. ACSIM instructions are updated in December of every year. b. The memo and reports review shall be submitted in hard copy and on 3 ½ inch HD IBM compatible magnetic diskette. Alternate format submission may be approved by the COR. Upon approval by the COR, formal submission of the final ISR shall also be transmitted to MEDCOM electronically. c. Distribution authorized to U.S. Government Agencies and their contractors to protect technical data or information from automatic dissemination under the International Exchange Program or by other means. This protection covers publications required solely for official use or strictly for administrative or operational purposes. This statement may be applied to manuals, pamphlets, technical orders, technical reports, and other publications containing valuable technical or operational data. Date of Determination 18 May 00. Other requests for this document shall be referred to MEDCOM Contracting Center (MCC).																								
						15. TOTAL ®																		
G. PREPARED BY MEDCOM Contracting Center		H. DATE 18 May 00		I. APPROVED BY			J. DATE																	

DD Form 1423-1, 1 Jun 90

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C-13.3.6. Technical Exhibit 6—Estimated Annual Workload and Associated Factors.

Table 6-1 lists the PRD services where estimated quantities of work output have been identified and as such are subject to variations. If, at the **end** of the basic and each option period, the total estimated workload for each subparagraph, considering complexity, difficulty, and cost of the various outputs below, varies above or below fifteen (15) percent from the total yearly estimated contract workload, negotiations for an equitable price adjustment (to include award fee pool) may be initiated by either party. The increases or decreases in estimated cost (to include award fee pool) shall be based on the net of all increases or decreases in changes to the workload for all sections. The yearly adjustment to the estimated contract cost shall be made based only on the subparagraph(s) of the total contract whose workload increases *or* decreases in excess of fifteen (15) percent.

Table 6-1: Annual Work Counts

PRD Number	Work Count Title	Estimated Workload
C-13.3.1.1	Provide Support for Exercises	12
C-13.3.1.1	Provide Support for Emergency Situations	3
C-13.3.1.1	Provide Support for EOC Activations	11
C-13.3.1.2	Provide Technical/Operational Input for Contingency & Mobilization Plans	15
C-13.3.2.1	Review Aviation Plans, Regulations, & Policies	4
C-13.3.2.1	Update Aviation Plans, Regulations, & Policies	0
C-13.3.2.2	Inspect Airfield Facilities	253
C-13.3.2.3	Assess Aviation Requirements for Special Events	121
C-13.3.2.4	Process Requests for Airlift Support	35
C-13.3.2.5	Coordinate Pre-Planned Aircraft Landings	4
C-13.3.2.6	Maintain Flight Records	17
C-13.3.2.7	Respond to Customer Aviation Inquiries	175
C-13.3.3	Consolidate & Prepare ISR	1
C-13.3.4	Schedule & Participate in CIP/CSDP Inspections	2
C-13.3.4	Present Pre-Inspection Briefings to Unit Commander	2
C-13.3.4	Present Inspection In- and Out-Briefings to Garrison Commander	4
C-13.3.5.1	Coordinate Installation Support for Current, Special, and Recurring Support Requirements	1,992
C-13.3.5.2	Ensure Execution for Current, Special, and Recurring Support Requirements	747

The following table contains historical information regarding official Government travel necessary to fulfill services specified in Section C-13 of the PRD.

Table 6-2: Annual Travel

PRD Number	Destination & Purpose	# Days per trip	FY 99 trips	Reserved
	None			

SECTION C-13

The following table contains a listing of contingency, mobilization, deployment, and training base expansion plans the installation is required to maintain and execute in the event a situation takes place requiring implementation. Plans may be added or altered due to changes in planning requirements or when directed by higher authorities.

Table 6-3: Contingency, Mobilization, Demobilization, and Training Base Expansion Plans

PRD Number	Plans Maintained
C-13.3.1.2.	Mobilization Plan
C-13.3.1.2	Deployment Plan
C-13.3.1.2	Demobilization Plan
C-13.3.1.2	Unit Mobilization Packet (Unit Handbook)
C-13.3.1.2.	Training Base Expansion
C-13.3.1.2.	Antiterrorism and Force Protection
C-13.3.1.2.	Emergency Preparedness and Response
C-13.3.1.2.	Chemical Weapons Convention Challenge
C-13.3.1.2.	Command Inspection Program
C-13.3.1.2.	Civil Disturbance
C-13.3.1.2.	Government Employee Furlough Planning
C-13.3.1.2.	Military Support to Civil Defense
C-13.3.1.2.	Postal Augmentation
C-13.3.1.2.	Non-Emergency, Non-Combatant Repatriation
C-13.3.1.2.	Military Assistance to Civil Authorities
C-13.3.1.2	Fallout Shelter Plan

C-13.3.7. Technical Exhibit 7—Performance Summary of Quality Control Standards

The services listed in this Performance Summary represent those key services for which at least one type of standard has been identified as necessary for satisfactory performance and shall be included in the Service Provider's QCP. Tasks called for in the Description of Services which have no pre-defined standard are not included. The absence of comprehensive Government standards does not absolve the Service Provider of the overall responsibility to generate high quality products and services according to normal business practices and industry standards, nor does this condition detract from Government enforceability nor limit the rights or remedies of the Government under all provisions of the contract.

Quality Control Plan (QCP) services will be monitored by the Service Provider in accordance with the approved QCP submitted by the Service Provider. The surveillance method used by the Service Provider to meet the Government performance standard shall be determined by the Service Provider and documented in the QCP. Acceptable surveillance methods include:

- Random sampling. This is usually the most appropriate method for recurring tasks. With random sampling, services are sampled using a statistically based sampling procedure in which each service output in a lot has an equal chance of being selected to determine if the level of performance is acceptable. Random sampling works best when the number of instances of the services being performed is very large and a statistically valid sample can be obtained.
- 100% inspection of the output. This is usually only the most appropriate method for infrequent tasks or tasks with stringent performance requirements, e.g., where safety or health is a concern. With this method, performance is inspected/evaluated at each occurrence. One hundred percent inspection is too expensive to be used in most cases.
- Periodic inspection of the processes or output. This method, sometimes called "planned sampling," consists of the evaluation of tasks selected on other than a 100 percent or random basis. It may be appropriate for tasks that occur infrequently, and where 100 percent inspection is neither required nor practicable. A predetermined plan for inspecting part of the work is established using subjective judgment and analysis of agency resources to decide what work to inspect and how frequently to inspect it.
- Customer Surveys and validated customer complaints. Although usually not a primary method, this is a valuable supplement to more systematic methods. In certain situations where customers can be relied upon to complain consistently when the quality of performance is poor, customer surveys and customer complaints may be a primary surveillance method, and customer satisfaction an appropriate performance standard. In all cases, complaints shall be documented, preferably on a standard form.

SECTION C-13

PRD PARA	SERVICE PERFORMED	PERFORMANCE STANDARD	MAX ERROR RATE
C-13.3.2.7	The Service Provider shall respond to customer inquiries and provide information to aircraft requesting FSH flight information.	Customer inquiries responded to within 24 hours of inquiry	1% Lot = Number of customer inquiries per year
C-13.3.5.1	The Service Provider shall serve as the sole installation tasking manager for current, special, and recurring support requirements.	Tasking shall be submitted to government official for approval within 3 working days of receipt of request	10% Lot = Number of requests for support requirements tasked per quarter